

ગુજરાત લાઈવલીહુડ પ્રમોશન કંપની લી.

ગુજરાત સરકારનું સાહસ, બ્લોક નં - ૧૮, ત્રીજો માળ, ઉદ્યોગ ભવન, ગાંધીનગર - ૩૮૨ ૦૧૧.

ક્રમાંક:જીએલપીસી/એચ.આર./
૧૧૫૩૫/૧૩
૬૨૨

તા.૨૫/૦૭/૨૦૧૩

વિષય : મિશન મંગલમૂની કામગીરી માટે નાણાંકીય સત્તા સોંપણી બાબત.

વંચાણે લીધા :-

- (૧) સરકારશ્રીના પંચાયત, ગ્રામ ગૃહનિર્માણ અને ગ્રામ વિકાસ વિભાગના ઠરાવ ક્રમાંક : આઈડીબી/૧૦૨૦૧૦/મિશન મંગલમૂ/૪૦૪/એસએફએસ/૨૧૮૪/ખ.૧, સચિવાલય, ગાંધીનગર. તા.૩૧/૦૩/૨૦૧૦.
- (૨) સરકારશ્રીના પંચાયત, ગ્રામ ગૃહનિર્માણ અને ગ્રામ વિકાસ વિભાગના ઠરાવ ક્રમાંક : આઈડીબી/૧૦૨૦૧૦/એસએફએસ - ૨૧૮૪/ખ.૧, સચિવાલય, ગાંધીનગર. તા.૧૬/૧૧/૨૦૧૦.
- (૩) સરકારશ્રીના પંચાયત, ગ્રામ ગૃહનિર્માણ અને ગ્રામ વિકાસ વિભાગના ઠરાવ ક્રમાંક : આઈડીબી/૧૦૨૦૧૦/મિશન મંગલમૂ/૪૦૪/એસએફએસ/૨૧૮૪/ખ.૧ (પાર્ટ ફાઈલ), સચિવાલય, ગાંધીનગર. તા.૧૬/૦૩/૨૦૧૨.
- (૪) ગુજરાત લાઈવલીહુડ પ્રમોશન કંપની લી. ના નિયામક મંડળની તા.૧૮/૧૧/૨૦૧૧ ના રોજ મળેલ બેઠકમાં થયેલ ઠરાવ ક્રમાંક : ૭/૮ અને ૭/૯.
- (૫) ગુજરાત લાઈવલીહુડ પ્રમોશન કંપની લી.ના કચેરી આદેશ ન.મિશન મંગલમૂ/જીએલપીસી/નાણાંકીય સત્તા સોંપણી/૧૦૨૩, તા.૨૩/૦૪/૨૦૧૧.
- (૬) ગુજરાત લાઈવલીહુડ પ્રમોશન કંપની લી.ના નિયામક મંડળની તા.૧૫/૦૪/૨૦૧૩ ના રોજ મળેલ બેઠકમાં થયેલ ઠરાવ ક્રમાંક : ૧૧/૧૨.

કચેરી આદેશ :-

ઉપરોક્ત વિષયના સંદર્ભ અન્વયે અત્રેની કચેરીના સંદર્ભ - ૫ તળેના કચેરી આદેશથી મિશન મંગલમૂની કામગીરી માટે નાણાંકીય સત્તા સોંપણી બાબત આદેશ કરવામાં આવેલ છે.

સરકારશ્રીના સામાન્ય વહીવટ વિભાગના નોટીફિકેશન નં.જીએએસ/૧૦૨૦૧૩/૮૬૦૪૫/જી-૧, તા.૧૯/૦૨/૨૦૧૩ થી શ્રી આર. કે. પરમાર, જીએએસ(સીલેક્શન સ્કેલ) અધિકારીશ્રીની નિમણુંક સંયુક્ત મેનેજિંગ ડિરેક્ટર તરીકે ગુજરાત લાઈવલીહુડ પ્રમોશન કંપની લી. ખાતે થતા તા.૨૦/૦૩/૨૦૧૩ ના રોજથી ફરજ ઉપર હાજર થયેલ છે.

સંદર્ભ - ૬ થી ગુજરાત લાઈવલીહુડ પ્રમોશન કંપની લી.ના નિયામક મંડળની તા.૧૫/૦૪/૨૦૧૩ ના રોજ મળેલ બેઠકમાં થયેલ ઠરાવ ક્રમાંક : ૧૧/૧૨ થી સંયુક્ત મેનેજિંગ ડિરેક્ટરને વહીવટી અને નાણાંકીય સત્તાઓ સોંપવા બાબતની બહાલી આપવામાં આવેલ છે. જેથી અત્રેની કચેરીના સંદર્ભ - ૫ દર્શિત

તા.૨૩/૦૪/૨૦૧૨ ના કચેરી આદેશથી કરવામાં આવેલ સત્તા સોંપણીના આદેશમાં તદ્દનુસાર ફેરફાર કરી આ સાથે સામેલ રાખેલ એનેક્ષર મુજબ વહીવટી અને નાણાંકીય સત્તા સોંપણીના આથી આદેશ કરવામાં આવે છે.



(એ. જે. શાહ)

મેનેજિંગ ડિરેક્ટર

ગુજરાત લાઈવલીહુડ પ્રમોશન કંપની લી.
ગાંધીનગર.

પ્રતિ,

- (૧) સીનીયર જનરલ મેનેજર અને નિયામકશ્રી, જિલ્લા ગ્રામ વિકાસ એજન્સી, (તમામ)
- (૨) જનરલ મેનેજરશ્રી - એકા. એન્ડ ફાઈ., જીએલપીસી, ગાંધીનગર.
- (૩) પ્રોજેક્ટ મેનેજર અને તાલુકા વિકાસ અધિકારીશ્રી, તમામ
- (૪) ગુજરાત લાઈવલીહુડ પ્રમોશન કંપની લી., સ્ટેટ ક્ષેત્રીય સ્ટાફ (તમામ)

નકલ સવિનય રવાના :-

- (૧) અંગત સચિવશ્રી, માન. મંત્રીશ્રી, પંચાયત અને ગ્રામ વિકાસ વિભાગ, ગુ.સ., ગાંધીનગર.
- (૨) અંગત સચિવશ્રી, માન. મંત્રીશ્રી, પંચાયત અને ગ્રામ વિકાસ (રાજ્ય કક્ષા), ગુજરાત સરકાર, ગાંધીનગર.
- (૩) અંગત સચિવશ્રી, અધિક મુખ્ય સચિવશ્રી, આદિજાતી વિકાસ વિભાગનું કાર્યાલય, સચિવાલય, ગાંધીનગર.
- (૪) અંગત સચિવશ્રી, અગ્રસચિવ, ગ્રામ વિકાસ વિભાગ (ઈન્ચાર્જ) નું કાર્યાલય, સચિવાલય, ગાંધીનગર.
- (૫) અંગત સચિવશ્રી, અગ્રસચિવ, શહેરી વિકાસ વિભાગનું કાર્યાલય, સચિવાલય, ગાંધીનગર.
- (૬) અંગત સચિવશ્રી, અગ્રસચિવ (ખર્ચ), નાણાં વિભાગનું કાર્યાલય, સચિવાલય, ગાંધીનગર.
- (૭) નાયબ સચિવશ્રી, ગ્રામ વિકાસ વિભાગ, સચિવાલય, ગાંધીનગર. (ખ - ૧)
- (૮) જિલ્લા વિકાસ અધિકારીશ્રી, (તમામ)

GUJARAT LIVELIHOOD PROMOTION COMPANY LTD.

DELEGATION OF POWERS

1. ADMINISTRATIVE POWERS:

Sr. No.	Particulars	Authority	Scope/Extent	Remarks
(1)	To make transfer & posting of employees under GLPC Ltd.	MD Senior General Manager & Director, DRDA	Full power Only for Transfers of Cluster Coordinator in the jurisdiction of Respective Taluka	
2	Permission to accept invitation for Radio/TV interview/Talk (Permissible only for GLPC Ltd. HO, GMS)	MD	Full power	

3	To approve retirement/ Resignation of GLPC Staff	MD	Full power	
		Senior General Manager & Director, DRDA	Cluster Coordinator	
4	To institute and prosecute, compromise, withdraw or abandon any legal proceeding by the company on its Officer and to defend, compromise, withdraw and abandon any legal proceeding by the company on its officer	MD	Full power	
5	a) Appointment to any post on deputation from Government b) Appointment of post other than above	MD	On recommendation of MD of GLPC, Rural Development Department may appoint Class II level Staff in GLPC	For Class I and above prior to recommendation by MD approval by GLPC Board is necessary and subject to orders of State Govt.

6	<p>(I) Hiring services of personnel on Contract Basis for and in the interest of work of GLPC Ltd. as per the contractual post sanctioned by the Govt.</p>	MD	Full power for subordinate support services	For hiring services of specialized nature from consultants/ professionals prevalent norms of GLPC Ltd. are applicable
	<p>(II) Hiring services of short term consultant for specific assignments</p>	GLPC Board	Full power	
	<p>A, Selection of candidates and approval for deputation to attend short term training / Workshop /Conference/Seminars or review meetings out of state or other than GLPC organized events</p>	MD	Full power up to fifteen days	For the period of more than fifteen days approval of Board is necessary
	<p>B, Selection of candidates for GLPC organized events mentioned in above (A) at state level</p>	MD	Full power	
(7)	<p>(C), Selection of Candidates for events organized at district level events of three days duration</p>	Senior General Manager & Director, DRDA	Full power	<p>(1). For more than three days and upto ten days approval of Jt. MD is necessary</p> <p>2. For more than ten days approval of MD is necessary</p>

	<p>D, Selection of candidates for the events organized within respective Taluka for taluka level staff</p>	<p>Project Manager (Taluka) & TDO</p>	<p>Full power</p>	
<p><u>(8)</u></p>	<p>Sanction of journey of officers and staff of the company.</p>	<p>MD</p>	<p>Full power</p>	<p>Prior approval of MD is necessary for out state / out of jurisdiction and Air journey</p>
		<p><i>Jt. MD</i></p>	<p><i>Full Power for SPM, APM-State, Support Staff within the state for period upto 7 days</i></p>	
		<p>Senior General Manager & Director, DRDA</p>	<p>Full power for DLM and APM (District) within the State</p>	
		<p>Project Manager (Taluka) & TDO</p>	<p>Full power for TLM, APM (Taluka) and Co-ordinator within the District for out side District approval of Senior General Manager &</p>	

			Director, DRDA is necessary	
<u>(9)</u>	(I) State Level: Sanction of leave, increment to the officers and staff of the company. CL: Casual Leave, RH: Restricted Holiday EL: Earned leave	MD	Full power for EL	Note: All staff in GLPC is employed on contract for fixed tenure/fixed remuneration
		Jt. MD	Full Power for CL & RH	To be informed to Managing Director, GLPC Ltd.
		CL of out sourced staff will be sanctioned by the concerned controlling officer to whom they are reporting.		
	(II) DISTRICT & Taluka Level GLPC Staff			
	Type of Leave	Category	Recommending Authority	Sanctioning Authority
	CL: Casual Leave	DLM	---	SENIOR GM & DIRECTOR, DRDA
		APM(District)	DLM	Senior GM & Director, DRDA
		TLM	----	PROJECT MANAGER (TALUKA) & TDO
		APM(Taluka)	TLM	PROJECT MANAGER (TALUKA) & TDO
		Cluster Coordinator	TLM	PROJECT MANAGER (TALUKA) & TDO
	EL: Earned leave	DLM	Senior GM & Director, DRDA	MD

		APM(District)	DLM	<p>1. Senior GM & Director, DRDA Upto 7 days, for more than 7 days approval of MD is necessary</p> <p>2. For more than 7 Days approval of Jt. MD is necessary</p>
	TLM	PROJECT MANAGER (TALUKA) & TDO and DLM	Senior GM & Director, DRDA up to 15 days, for more than 15 days approval of Jt. MD is necessary	
	APM(Taluka)	TLM	PROJECT MANAGER (TALUKA) & TDO up to 15 days, for more than 15 days Senior GM & Director, DRDA on recommendation of DLM	
	Cluster Coordinator	TLM	PROJECT MANAGER (TALUKA) & TDO Up to 15 days, for more than 15 days Senior GM & Director, DRDA on recommendation of DLM	

2. FINANCIAL POWERS

1	To outsource petty & administration related services of GLPC	MD	Up to Rs.25.00 lakhs per item/per year	In accordance with the Board Resolution No. 9/15.
	Jt. MD		Up to Rs. 3.00 lakhs per item/per year	
	GM (F/A)		Up to Rs. 2.00 lakhs per year	Subject to concurrence of the MD.
	Senior General Manager & Director, DRDA		*Power upto Rs. 2.00 lacs per year	*For more than Rs. 2.00 lacs. Approval of MD will be necessary
(2)	Procurement of Goods and Services per Order	GLPC Purchase committee	Up to Rs.3.00 Crores/ per Order	In accordance with the Board Resolution No. 9/15.

		MD	Power up to Rs. 25.00 lacs/ per Order	For more than Rs.25.00 lacs approval of procurement committee will be necessary
<u>(3)</u>	(A) Monthly recurring expenses – salary, sanction contingent expenditure including new telephone connection, electricity bills, periodicals, stationery, repairs etc others day to day work related expenses.	MD	Full power	
		Jt. MD	Full Powers (as per Actuals)	
		GM (F/A)	Up to Rs.25000/-	
	(B) Authoring as single signatory for issuing Account Payee cheques of time bound payments of Telephone bills, Electricity bills, Mobile Phone bills of Managing Director, Civil Supply corporation bills of petty purchase and fuel for vehicles, Internet use bills and News papers, Courier service, Posts, and withdrawal of cash up to limit of 20,000 for office contingent expenditure	GM (F/A)	Full Power for specified items	Subject to written order of approval for payments from Managing Director
4	To negotiate for entering into agreements with Central	MD	Full power	Subject to GLPC Board approval.

	<p>Government, State Government, Central and State Govt. PSUs, legal authorities, banks, and cooperatives, NGOs, CBOs, International Agencies, corporate and other entities for the purpose of fulfilling the objectives of the company.</p>		
<u>(5)</u>	<p><i>Payment of all statutory dues including PF, Income Tax, Professional Tax, Telephone Bills, Municipal Tax, Rent, Electric/ Gas/ Water charges, Insurance etc.</i></p>	<p>MD</p>	<p>Full power</p>
		<p><u>Jt. MD</u></p>	<p>Full Power (as per Actuals)</p>
		<p>GM (F/A)</p>	<p>Up to Rs.25000/- each item per month</p>
		<p>Senior General Manager & Director, DRDA</p>	<p>Up to Rs.25000/- each item per month</p> <p>If amount exceeds approval of MD, GLPC is necessary.</p>
<u>(6)</u>	<p><i>To execute contracts, deeds, instruments and assurance in particular:</i></p>	<p>MD</p>	<p>For (c) approval of Board is necessary</p>
	<p><i>a) All service agreement</i></p>	<p><u>Jt. MD</u></p>	<p>For (d) Rs. 50000/-,</p>

	<p>b) <i>Security bonds for the performance of their duties by Authority employees</i></p> <p>c) <i>Lease of houses, premises or other immovable Property</i></p>		<p><i>in each case except (c)</i></p>	<p><i>Approval of Managing Director is necessary</i></p>
	<p>d) <i>To hire or give on hire any machinery, equipment, appliance vehicles</i></p>	<p>GM (F/A)</p>	<p>For (d) Rs. 25000/-</p> <p><i>in each case except (c)</i></p>	<p>Approval of Managing Director is necessary</p>
<p>7</p>	<p>To enter into arrangements with any consultancy firm or taking up feasibility studies or preparation of scheme in connection with affairs of the company</p>	<p>Senior General Manager & Director, DRDA</p> <p>MD</p>	<p>Power as per existing authorization in the DRDA</p> <p>Full power</p>	<p>If amount exceeds approval of MD, GLPC will be necessary.</p>
<p>8</p>	<p>A, To execute agreement on behalf of the company in connection with procurement and execution of any work, avail services and any materials or stores necessary for the Company</p>	<p>MD</p>	<p>Full power for (A) and (B)</p>	

	<i>B, To execute agreement on behalf of the company in connection with financial transactions related to Banking and Insurance</i>	<i>Jt. MD</i>	<i>Powers upto Rs.7.50 lacs</i>	<i>On concurrence of Managing Director</i>
		<i>GM(F/A)</i>	<i>Powers upto Rs.5.00 lacs</i>	
<i>(9)</i>	<i>To buy or procure movable assets necessary for the Company (Equipments /Furniture/ Instruments etc.)</i>	<i>MD</i>	<i>Up to Rs. 25.00 lacs/per Order</i>	<i>For amount more than Rs. 25.00 lacs approval of Procurement Committee is necessary</i>
		<i>Jt. MD</i>	<i>Upto Rs 3.00 lacs/Per Order</i>	<i><u>Prior approval of MD is necessary</u></i>
		<i>GM (F/A)</i>	<i>Rs.25000/-</i>	
	<i>Repair to vehicles.</i>	<i>Senior General Manager & Director, DRDA</i>	<i>Power as per existing authorization in the DRDA</i>	
<i>(10)</i>		<i>MD</i>	<i>Full powers</i>	
		<i>Jt. MD</i>	<i>Rs.25000/- per month</i>	<i>*Subject to approval of</i>

		GM (F/A)	Rs.10000/- *per month	estimate by MD
<u>(11)</u>	<i>Hiring of vehicles.</i>	MD	Full power	
		<i>Jt. MD</i>	<i>*Rs. 10000/- in each case at approved contract rate</i>	<i>*Not more than 50000/- per month</i>
		GM(F/A)	*Rs. 2500/- in each case at approved contract rate	*Not more than 12000/- per month
		Senior General Manager & Director, DRDA	Power as per existing authorization in the DRDA	
12	To hold or participate in Seminar, workshop, Training Course, Commission of inquiry, Conferences or Meet in India and approve expenditure for the same.	MD	Rs.5.00 Lakhs per event	For more approval of Board is necessary
		Senior General Manager & Director, DRDA	Up to Rs. 3.00 lacs per event	For more approval of GLPC will be necessary.

<u>(13)</u>	To execute or authorize any person, a power of Company Instruments, Deed, Contracts or Agreements on behalf of the Company.	MD	Full power	
		Jt. MD	Upto Rs 7.50 lacs	
		GM (F/A)	Up to Rs.5.00 Lacs	(Prior approval of MD is necessary)
<u>(14)</u>	To treat any VIPS, Visitors, Experts or a Guest of the company and approve expenditure on boarding, lodging, transportation and entertainment of such personality.	MD	Full power	
		Jt. MD	Rs 50000/per case	
<u>(15)</u>	To make all such arrangements, or to such acts on behalf of Company as may be necessary for attainment of the object in the event of emergencies and to take such measures as may appropriate to safeguard the interest of the Company	MD	Rs. 25.00 Lacs	For more post facto approval of procurement committee is necessary
		Jt. MD	Rs. 5.00 Lacs	For more than 5 lacs post facto approval of Managing Director is

				<i>necessary</i>
<u>(16)</u>	<i>Sanction of schemes to fulfill the objectives of the Company.</i>	MD	<i>Rs. 25.00 Lacs</i>	For more approval procurement committee is necessary
		<i>Jt. MD</i>	<i>Rs. 5.00 Lacs</i>	<i>Approval of Managing Director is necessary</i>
17	Administrative Approval to proposals confirming World Bank/ ADB and other funding agencies	GLPC Board	Full power	
18	Grant of extension of time in respect of works.	MD	(I) Without financial implication, 50% of prescribed time limit (II) With financial implication 50% of prescribed time limit but concurrence of Board is necessary	(I) For extension of time limit more than 50% , approval of board is necessary

19	Sanction of extra/ substituted items and approval of Deviation from contract not exceeding 20% of the original estimate	MD	Full power	For deviation more than 20% approval of Board is necessary
20	Publication of advertisement in the interest of the GLPC	MD	Up to Rs. 25,000/- for one time and total not exceeding Rs. 2.00 lacs per year.	
<u>(21)</u>	A, Power to sanction repairs to Copier/xerox machine/ Computers & related accessories/attachments/ Telephone /Intercom system/Air conditioning & heating Machines & small instruments and payment	MD	Full power	
	B, Power to enter into maintenance contract for all items mentioned in (A) above in (per case)	MD <u>Jt. MD</u>	Full power <u>Rs 2.50 lacs /per case</u>	<u>Prior approval of MD is necessary</u>
		GM (F/A)	Rs. 1.00 lacs/ per case	

	<i>C, Power to make payment for Electricity and fuel for official vehicle</i>	<i>Jt. MD</i> <i>GM (F/A)</i>	<i>Rs 2.50 lacs</i> <i>Up to Rs.50000/- per month</i>	
	<i>D, Power to make payment to Civil Supply Corporation (Kalpataru) for stationery articles.</i>	<i>Jt. MD</i> <i>GM (F/A)</i>	<i>Up to Rs.100000/- per month</i> <i>Up to Rs.20000/- per month</i>	
22	<i>Power to hire premises for official use of GLPC Ltd.</i>	<i>MD</i>	<i>Full power</i>	<i>Approval of Board is necessary for rent more than Rs.25000/- per month</i>
23	<i>To sanction legal charges</i>	<i>MD</i>	<i>Rs.50,000/- in each case</i>	<i>For more than Rs50,000/- approval of Board is necessary</i>
24	<i>To issue NOC to Government officials for Passport on deputation in GLPC</i>	<i>MD</i>	<i>Full power</i>	
(25)	<i>Power to hire furniture, office accessories, computers & its accessories</i>	<i>MD</i> <i>Jt. MD</i>	<i>Full power</i> <i>Rs 10000/- per month</i>	

26	For and on behalf of the Company to draw, endorse, and negotiate all such cheques, bills or exchange, promissory notes, hundis, draft, Government	GM(F/A)/ MD	Rs.2500/-per month Full power	Prior approval of MD is necessary	
27	To make and gives receipts, release and other discharge for money received by the Company and the claims and demands of authority.	MD GM(F/A)	Full power Full power	Note: This is for receipt of cash/cheques and any banking instrument and approved claims	
28	To invest surplus funds in short term deposits/ fixed deposits.	MD	Full power		
29	A, To open bank account of the Company. B, To open operate or authorize operation of other accounts.	MD	Full power for (A) and (B)		
30	To receive money or securities for deposits	MD GM (F/A)	Full power Up to Rs. 1.00 lakh	For more than Rs. 1.00 lac approval of MD is necessary.	

<u>(31)</u>	To pass claims in respect of T.A., advances allowances, medical reimbursement and other personal entitlement of all officers and staff of the Company	MD Jt. MD	Full power Advances Upto Rs 25000/- per case Full power for settlement of TA Claims	
<u>(32)</u>	Payment of work bills, supplier bills, works advance, and suppliers advance	MD Jt. MD	Full power Rs. 10000/- in each case only for approved contract	
<u>(33)</u>	Purchase of Books and periodicals, News papers	MD Jt. MD	Full power Rs. 5000/- in each case only for approved contract Full power Upto Rs.1000/- per month	

34	1. All types of Financial Transactions of the Company	GM (F/A) Single signatory either Managing Director, GLPC Ltd. or Accounts Officer (Class I), GLPC Ltd. (any one from above two)	Upto Rs.600/- per month Any single cheque amount upto Rs 5 lacs	
34	2. All types of Financial Transactions of the Company	Joint Signatories- Managing Director, GLPC and Accounts Officer Class I, GLPC (both Jointly)	Any single cheque amount above Rs 5 lacs	

ASJ

Managing Director, GLPC Ltd.